



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
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ALBANY, GEORGIA 31704-0301

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POLICY STATEMENT 10-04

From: Commanding General
To: Distribution List

Subj: SELECTION PROCEDURES UNDER THE MERIT PROMOTION PROGRAM

Ref: (a) LOGCOMO 12335.1

1. Situation. The reference provides merit promotion program procedures for Marine Corps Logistics Command (MARCORLOGCOM), Albany, and Blount Island Command. This policy supplements the reference. The responsibility for filling positions and selecting employees is vested in the Commanding General, MARCORLOGCOM. The reference delegates this authority to the Chief of Staff, MARCORLOGCOM; Commanding Officer, Marine Corps Logistics Base, Albany; Commander, Blount Island Command; Center/Department and Division Directors; Special Staff Officers; and the Commanding Officer, Headquarters Battalion, all of whom may further delegate as deemed appropriate.

2. Cancellation. Policy Statement 1-03

3. Mission. Establish policy for selection procedures when filling appropriated and working capital fund civilian vacancies under the merit promotion program at the MARCORLOGCOM Albany, and Blount Island Command.

4. Policy

a. Identification, qualification, evaluation, and selection of candidates shall be made without regard to race, color, religion, sex, national origin, age, handicap, political or labor-organization affiliation, personal relations (nepotism), or patronage, and shall be based solely on job-related criteria.

b. Our workforce is the foundation of our success in mission accomplishment. Sound decisions in the process of

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selecting personnel for promotion under the merit promotion program are critical to maintaining our edge and building for the future. The change in our merit promotion policy affected by this policy statement is aimed at streamlining the process and enabling a more holistic approach while ensuring fairness. No single factor should ever be the sole determinant in the selection process. Rather, the totality of what a candidate offers must be assessed in determining who will best fill management's needs in terms of the objectives of the organization. Experience, performance, accomplishments/awards, education and training attainment, mastery of subject matter, demonstrated career progression, efforts in self-improvement, professional certification, initiative, leadership and interpersonal skills are collectively important considerations. The relative importance of these considerations will understandably vary with the nature of a given position. It is the responsibility of all making or recommending selection decisions to use careful judgment in the evaluation of candidates to achieve wise and sound outcomes. Selecting officials must document for the record the rationale for their decisions in a manner that clearly supports the selection of one candidate over other candidates as required by the reference.

c. Selecting officials and those employees participating in the selection process are responsible for ensuring their actions are in compliance with applicable law, rules and regulations governing the selection of candidates for vacancies, including Equal Employment Opportunity policies and procedures. Any employee who fails to comply will be subject to administrative and/or disciplinary action.

5. Command and Signal

a. Command. This policy is applicable to Marine Corps Logistics Command Headquarters Element, Marine Corps Logistics Base Albany and Blount Island Command.

b. Signal. This Policy Statement is effective the date signed.



E. G. PAYNE

Distribution: A